

## COMDIS Department Meeting Minutes

For most efficiency, items highlighted in blue should be reviewed before the meeting

**Date:** 1/14/2022

**Time:** 9:00-4:00

**Location:** 9-10 at Andersen L1216, 10:00-3:00 at RS 2007B

**Attendees:** Morton, Hammer, Busch, Swanson, Gilbertson, Aranda, Nieto

Professional Photos 9:00-10:00, meet at Andersen L1216

Approve Minutes from 12/8 meeting (moved and seconded, aye-7)

- [Minutes 12 8 2021](#)

### Information Items

- Dept. Calendar: [Calendar](#)
  - Grad apps due Feb 1st
  - Lynn send assignments Feb 3rd
  - Reviews due to Lynn Feb 14th
- [Travel/Professional Development Allocation FY 2021-2022](#)
  - Department travel card is available for flights and registrations prior to travel, there is a \$3,000 limit per billing cycle
- Faculty feedback sessions between 1/14 and 2/1/2022
  - Have document of intent draft for 2022-2023 and course preferences
  - Overloads may be covered by distance education/post bac certificate tuition
  - Dean does not support overloads for untenured-tenure track faculty
  - Stipends will likely be available for post bac certificate course development during May-June contract period
- CAA report: individual updates needed by 1/14/22
  - [CAA Report Faculty Details 2022](#)
- Syllabi
  - [Syllabus Language Information](#)
  - Copy submitted through online system
  - Copy to Pedro for department by 1st day of class
  - CANVAS
    - Master COMDIS Online Course Template- copy this for access to general information and framework for courses

### Post Bac Certificate

- 25% reassignment coordinate the certificate program (spring 2022, summer, and 2022-2023)

### Clinical Assistant Professor Search

- Draft: [Clinical Assistant Professor Position Description](#)
- Search Committee: Busch (chair), Hammer, Morton

- Lynn send email to Dean and Eileen with search committee info

#### Fall schedule

- Consider graduate change:
  - Split school placement (782) and medical placement (783) each semester
    - Impact on placement: 7-8 students per semester rather than 14-16
    - Impact on student credit hours and staffing:
      - Students need to have 9 credits to be full time during fall and spring semester and be able to receive financial aid
      - Need to offer 688 each semester for 782 students (increase staffing need by 2 credits)
      - Need to offer 585 each semester for 783 students (increase staffing need by 2 credits)
    - moved and approved, 7-aye
  - Increase graduate cohort to 16 for even numbers & in response to Dean and Provost staffing support
    - moved and approved, 7-aye
- Feb 4 is deadline for Pedro to make course schedule changes for Fall 2022
  - [Fall 2022 Schedule](#)

#### Assessment

- Grad Portfolio
  - [2017 - 2021 Overall feedback on Portfolio Presentations and Suggested Changes](#)
  - Tracking check-in rubric data
    - Revisit at future meeting to implement across check points in program
- Revise exit surveys- need to revise the surveys and bring to group by end of March for approval in April, ready for sharing with students in May
  - BS grads- track grad admission, alignment with program SLOs
  - MS grads- alignment with program SLOs
- Enter fall course specific data by 1/26
  - [Undergrad Assessment Plan for COMDIS](#)
    - ELOs:
      - [https://www.uww.edu/documents/leap/Handouts%20and%20Worksheets/2%20-%20LEAP\\_EssentialOutcomes\\_Chart.pdf](https://www.uww.edu/documents/leap/Handouts%20and%20Worksheets/2%20-%20LEAP_EssentialOutcomes_Chart.pdf)
  - [Graduate Assessment Plan for COMDIS](#)
- [Dept Goal Brainstorm](#)
  - [ComDis Strategic Plan 2019-2025.pdf](#)

#### Curricular changes:

- Mandatory changes
  - ENGLISH 371 changed to PWP 371 for the undergraduate program
  - ENGLISH 372 changed to PWP 372 for the undergraduate program
- Consider undergraduate changes:
  - NOT Require a minor (moved and approved, aye-7)

- Update unique requirements (moved and approved, aye-7)
  - Include BIO 120 and PHYSICS 130, 212, or 240
  - Remove SOC 265 and only include EDFOUND 243
- Hammer submit these changes to courseleaf, send email to department chairs of impacted departments (BIO, Physics, Sociology, EdFoundations)

#### Student Issues

- Lynn & Cody need to schedule check in meeting with student in January after signing performance plan
- Student submitted placement preference form for school placement, student is following up with CSD before proceeding
- Lynn & Cody have a follow-up meeting scheduled in January with student on performance plan

Practicum Supporting Supervisor Evaluation- determine process for clinic supervisor evaluation when they are not instructor of record (introduced and will be revisited at later meeting)

- [CALIPSO Supervisor feedback - blank.docx](#)
- [Practicum Course Evaluation.docx](#)
- Types of evals in the department:
  - Course eval (for all academic courses)
  - Practicum eval (for UWW practicum supervisors)
  - CALIPSO Supervisor Feedback (for field placement supervisors)
- Need UWW Field Placement Coordinator

Course format/program delivery (introduced and will be revisited at later meeting)

- [COVID-19: Distance Education/Alternative Delivery](#)
- [COVID-19 Guidance From CFCC](#)

Other Items (not discussed)

- 2023 Diversity standards & curriculum
- SLPA summer clinic and seminar
  - [Pathways: Speech-Language Pathology Assistant Certification](#)
- Off-Site Supervisor Manual and CANVAS Course